

BY ORDER OF THE COMMANDER
439th AIRLIFT WING

AFMAN 23-110, VOLUME 2, PART 13/
439 AW SUPPLEMENT 1
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Supply

STANDARD BASE SUPPLY CUSTOMER'S PROCEDURES

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

OPR: 439 LSS/LGS (Mr. James Faye)

Certified by: 439 LG/CC
(Lt Col Charles A. Brown, Jr.)

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Supersedes AFMAN 23-110, Vol 2, Part 13,
Chapter 1/439 AW Sup 1, 15 July 1998;
Chapter 2/439 AW Sup, 30 June 1996;
Chapter 3/439 AW Sup, 31 May 1996;
Chapter 4/439 AW Sup 1, 15 November 1996;
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Chapter 9/439 AW Sup, 31 May 1996.

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AFMAN 23-110, Volume 2, Part 13, 1 April 1999, is supplemented as follows:

SUMMARY OF REVISIONS

This revision consolidates separate chapter supplements into one all-inclusive supplement to Part 13; adds the point of contact for the small arms serial number reports and data (paragraph 1.3.5.5); corrects the office symbols for Equipment Management and Stock Control (paragraphs 1.10.3.1, 1.10.5.1 and 9.5); and corrects office titles (paragraphs 2.3.2 and 3.10). A (*) indicates revisions from the previous edition.

Chapter 1

STANDARD BASE SUPPLY CUSTOMER'S PROCEDURES

***1.3.5.5. (Added) Supply Systems Supervisor.** The supply systems supervisor will be the primary point of contact for inquiries regarding small arms serial number reports and data.

Table 1.5. Local Forms.

Number	Title
439 AW Form 7	Configuration Data Sheet
439 AW Form 19	Equipment Custodian Information

1.8.2. The following information is required for price challenges:

1.8.2.1. (Added) Stock number.

1.8.2.2. (Added) Catalog, technical order, and end item application (if available).

1.8.2.3. (Added) Part number and manufacturer of item received.

1.8.2.4. (Added) Part number and manufacturer of suggested item.

1.8.2.5. (Added) Current (catalog) price.

1.8.2.6. (Added) Suggested price (to include detailed justification for challenge).

1.8.2.7. (Added) Due-in document number item was received on (if applicable).

1.8.2.8. (Added) Any other pertinent information.

1.9. Requests for new organization codes are submitted in writing by the organization commander to Procedures and Standardization in Base Supply.

1.10.1.3. The Warranted Tools Program is not applicable at this installation.

***1.10.3.1.** All requests for appointments or changes are sent to Equipment Management (LGSCOA).

1.10.4.2. The office symbol for Document Control is LGSPID.

***1.10.5.1.** The office symbol for Stock Control is LGSCOM.

Chapter 2

DOCUMENT CONTROL

***2.3.2.** Requests for organization codes are submitted to Procedures in Base Supply.

Chapter 3

ISSUE PROCEDURES

***3.10.** Base Supply point of contact for supply points is the Repair Cycle Support.

3.17. Request for purchase from the Regional GSA Self-Service Store are not accepted due to the long distance from Westover ARB.

3.21. Receipt of bulky-heavy material may be signed by Civil Engineer when delivered to site by vendor.

Chapter 4

TURN-IN PROCEDURES

4.5.1. Electronic e-mail or fax may also be used, when available.

4.7. Procedures for disposal of Hazardous Waste is outlined in AFMAN 23-110, Vol 2, Pt 2, Chap 21, Section Z. Points of contact:

Base Environmental	CEV	2434
Base Environmental	SGPB	2663
Base Supply	LGSWMS	3020
Customer Service	LGSPT	2115

4.7.1.1. (Added) The generating activity is responsible for the preparation of AF Form 2005 and coordination with CEVC and Base Supply. The generating activity stores the waste in accordance with federal and state laws and regulations until documentation processing is completed. The generating activity is responsible for the actual movement of hazardous waste to the accumulation site in building 1301.

4.7.1.2. (Added) CEVC is responsible for assisting the generating activity in determining EPA hazardous waste number, cost of disposal and unit of issue which are used to establish hazardous waste item records in Base Supply. CEVC certifies all hazardous waste is properly identified, labeled and packaged prior to transfer to Defense Reutilization marketing office (DRMO), Groton CT. CEVC verifies billing by DRMO is accurate and certifies payment is made by Accounting and Finance.

4.7.1.3. (Added) Base Supply establishes hazardous waste item records, processing paperwork transactions (turn-in action) to produce disposal documentation, and maintains computer transaction records for all disposal actions of hazardous waste. Base Supply does not accept physical custody of hazardous waste.

Chapter 8

EQUIPMENT MANAGEMENT

8.5.1.9. The unit commander or division chief ensure custodians coordinate and attend refresher training as needed. The need for refresher training is determined by unit commanders or recommended by the Equipment Management Element. Upon receipt of AF Form 2426, refresher training is scheduled by the Base Supply Training Technician.

8.5.2.27. On Westover ARB, 439 AW Form 7 is used to supply automated calculations of maximum allowance quantities. Update at least annually or if changes warrant.

8.20. Justification or turn-in of unauthorized equipment-on-hand (ASC 000) must be completed within 30 calendar days of the assignment of ASC 000; non-centrally procured items have 90 calendar days.

Chapter 9

SPECIAL PURPOSE RECOVERABLES AUTHORIZED MAINTENANCE (SPRAM)

***9.5.** All requests for SPRAMs are submitted in writing to the Equipment Management Section (LGSCA).

MARTIN M. MAZICK, Colonel, USAFR
Commander